

REASEHEATH COLLEGE BOARD
QUALITY AND STANDARDS COMMITTEE

Minutes of the meeting held on Thursday 9 June 2016 at 2.00pm
Committee Room, Reaseheath Hall

Present: Dr Ian Graham
 Anne McKay
 David Pearson
 Alastair Taylor
 Emily Thrane (Chair)

In attendance: Matt Gower, Assistant Principal Quality and Learner Services
 Rachel Ellis-Jones, Assistant Principal and Dean of HE (*part*)
 Jo Maher, Assistant Principal,
 Dave Kynaston, Vice Principal,
 Jackie Schillinger, Clerk.

Items 8 and 9 were taken before item 6 on the agenda to accommodate the commitments of those attending, but are recorded in these minutes in agenda order.

Item	Content	Action
1.	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Richard Ratcliffe, Meredydd David, Josh Bufton and Jodie Jones. David Pearson had sent his apologies for a slightly late arrival due to traffic problems.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>No conflicts of interest declared.</p>	
3.	<p>MINUTES AND MATTERS ARISING</p> <p>Part 1 of the minutes of the meeting held on 3 March 2016 were confirmed as a correct record and signed by the Chair.</p> <p>The following matters arising were discussed:</p> <p>Item 7.2 Disabled Students Allowance (DSA) changes: The Dean of HE updated the committee on the proposed changes to the Higher Education Support Team as a result of the DSA changes. She explained that the team will need to work differently in order to fit within the funding and make best use of technology such as lecture capture where students would previously have had a reader or scribe in a lecture. The committee acknowledged that adapting to the changes would be a challenge for the college, requiring careful communication to students and parents. An update on the matter was requested for the autumn term 2016 meeting.</p>	<p>REJ provide update in autumn 2016 meeting.</p>

	Item 9 Safeguarding: The Vice Principal is attending the Local Safeguarding Adults Board and he will seek to follow up the alignment of college and local authority policy on adult safeguarding at this meeting.	
	<i>David Pearson joined the meeting during this item.</i>	
4.	ENGLISH AND MATHS IMPROVEMENT STRATEGY	
4.1	Members of the specialist maths and English (M&E) team joined the committee for this item. The Chair welcomed Tim Reeves, Head of M&E, Stephanie Dellicompagni, Curriculum Area Manager, M&E and Holly Conner, Programme Leader, Maths.	
4.2	<p>The Assistant Principal and Dean of HE, with overall responsibility for M&E, presented the report, highlighting two key decisions that had been taken by the college as part of its improvement strategy for M&E – the substantial move to GCSE delivery and the move from central delivery to delivery within the curriculum, but still by specialist tutors. The report was then opened up for discussion and question and answers with the team members. In this discussion the key benefits and risks of the strategy were identified. Benefits identified included:</p> <ul style="list-style-type: none"> • the increased ownership and accountability of curriculum areas, with M&E targets linked to curriculum staff performance development reviews and a limiting grade in the self-assessment report; • the increased ability to make M&E vocationally relevant; • the increased flexibility of the new GCSE English syllabus; • the marketing to students of this new, much more accessible syllabus with relevance to their areas was recognised as an important opportunity to take at an early stage. <p>Risks identified were:</p> <ul style="list-style-type: none"> • the need to improve differentiation in classes, with staff development needed in this area. It was also acknowledged that specialist M&E staff working in curriculum areas would need support to make the most of vocational relevance; • the need to improve the Moodle resource was also acknowledged and some helpful ideas received from committee members. 	
4.3	The committee members welcomed the report, thanking members of the team for a very good paper with good summaries that enabled them to understand the issues and the rationale for the strategy. The committee gave its support to the improvement strategy and to the M&E team to implement the strategy, acknowledging change of this magnitude could not expect results overnight. The committee requested close monitoring at each committee meeting with progress against the action plan reported at each meeting. The committee identified M&E delivery in apprenticeship programmes to be a particular focus of scrutiny. The committee gave its view that target setting for 2016/17 in M&E should be realistic	

	<p>with a step change needed before the college could really expect to see much stronger performance data. It supported an approach to target setting for 2016/17 that focused on achieving national average with a target of around 50% as more appropriate for the following year. The Chair reiterated the committee's support for the M&E team and requested those present to pass on their support to the whole team and their thanks for the hard work and commitment shown by the team.</p>	
<p>5.</p> <p>5.1</p>	<p>QUALITY IMPROVEMENT STRATEGY</p> <p>The Assistant Principal, Quality and Learner Services presented an executive summary report on the new quality improvement strategy and the key areas of focus, including the new 'achieve outstanding pathway' for teaching and learning, the performance measures linked to the performance development review process, the revised approach to quality review weeks and the revised approach to the Self-Assessment Report. The committee welcomed this significant shift in the approach to quality improvement and assurance to a more holistic, organisational development approach. During the discussion on the new approach, the following key points were made:</p> <ul style="list-style-type: none"> • the approach is linked to the college HR policies, such as the performance management pathway and capability policy; • the committee supports the appropriate resource being made available for the strategy within the quality team; • there remains robust quality monitoring within the process with quality health check weeks replacing quality review weeks, with these health check weeks carried out on a risk basis with less notice than currently, to look in depth at the quality of an area; • external expertise will still be used but in a way that is expected to add more value than solely within quality review weeks. Peer review will be used and a role for governors was raised in discussion. It was acknowledged that this was not currently included within the quality review observations, with the link governor scheme as the current method of engagement with curriculum areas; • there is a risk of moving from the current well established model to this very different approach and it may impact on teaching, learning and assessment data, but it is the right time to take this step; • the model may develop so that it can measure progress and success even within boundaries of the set criteria in order to recognise progression and maximise the ability to motivate staff through the model; • recognition that it is a developing model and a request from the committee for a report back on progress to the spring 2017 committee meeting; • proposals for target-setting under the new approach are currently being worked on and will come to the autumn 2016 committee meeting for consideration. 	<p>MG to report on quality improvement strategy progress in spring 2017 meeting.</p>

5.2	<ul style="list-style-type: none"> The model is being developed in the Higher Education and apprenticeship contexts so that it can apply across college provision. <p>The service area self-assessment process summary report was received for information. The committee welcomed this very interesting and informative report and supported the approach to service area reviews. Members suggested that a measure of the contribution to the student experience and the personal development of students would be a helpful addition to the service area self-assessment reporting.</p>	MG to consider how impact on student experience can be included.
6.	<p>TEACHING LEARNING AND ASSESSMENT</p> <p>6.1 The spring term Quality Review Weeks and Teaching and Learning Report was presented by the Assistant Principal Quality and Learner Services and the staff governor, in her role as Teaching and Learning Coach. Members noted that the number of new teaching staff continues to increase and remains an on-going challenge for the college. Performance in individual areas was highlighted and the impact of the new quality strategy going forwards was noted.</p> <p>6.2 The Assistant Principal Quality and Learner Services presented a report on the Qualification Achievement Rate data 2014/15, highlighting the key headline data for governors to be aware of and the impact on the college of the new performance measures. The committee noted that the new measures would impact on our target setting and the committee would consider targets at its autumn meeting.</p> <p>6.3 The committee received a report on the 2015/16 Moodle VLE audit, for information. Individual curriculum area ratings and general developments were considered, with governors welcoming an invitation to experience the newly developed contemporary teaching space in the Philip Leverhulme Centre at a future meeting.</p>	JS arrange visit to new teaching space at meeting in 2016/17
7.	<p>PERFORMANCE DATA FE AND APPRENTICESHIPS</p> <p>The Vice Principal presented the FE and Apprenticeships Retention 15/16 and Applications 16/17 Report. In discussion, the committee considered in particular, the expected success rates, attendance data, and applications for 2016.17, which are now showing a much improved picture from that shared with the committee earlier in the year. The committee welcomed the actions that had been put in place to address the concerns and which were now showing a positive impact. Individual curriculum area data was considered with areas of concern discussed. It was noted that in relation to Horticulture, the college was seeing a shift in provision to apprenticeships.</p>	
8.	<p>HE PERFORMANCE</p> <p>8.1 The Assistant Principal and Dean of HE presented the HE Retention 15/16 and Applications 16/17 Report and members welcomed the positive overall data. They noted that the conversion rate for internal progression is heading in the right direction. Individual variations in the data were considered and a number of areas highlighted for monitoring.</p>	

<p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>The Assistant Principal and Dean of HE presented the HE Faculty Quality Review Week Report. She brought to the committee’s attention the excellent work to align best practice FE and HE quality processes carried out by the HE Quality Enhancement Manager, working with the Assistant Principal Quality and Learner Services. She confirmed that this work had highlighted areas of HE student satisfaction that needed more work as well as a focus on attendance and foundation degrees.</p> <p>The committee received the HE Quality Assurance of Teaching and Learning: Review and monitoring procedures report, produced by the HE Quality Enhancement Manager, with thanks as a very helpful piece of work that had been well received by the college’s HE partners.</p> <p>The committee requested that its thanks and appreciation be passed on to the HE Quality Enhancement Manager for his excellent work in continuing to develop best practice in HE and college quality processes.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>HE STRATEGY</p> <p>The Assistant Principal and Dean of HE provided an update on the HE strategy and external policy environment. She confirmed that a review of the strategy is on-going due to the changing environment and members acknowledged that a substantive report would come to a future meeting at the appropriate time.</p> <p>The Assistant Principal and Dean of HE proposed draft terms of reference for the new HE Committee of governing body. Following discussion it was agreed to recommend the draft terms of reference to the board at its meeting in July, acknowledging that these are likely to develop over the following year once the committee starts its work. It was agreed that the committee will deal with all HE quality matters and report in to the full governing body. The committee noted that membership of the HE committee had been considered by the Search and Governance Committee and recommendations will be made to the board meeting in July.</p>	
<p>10.</p>	<p>SAFEGUARDING UPDATE REPORT</p> <p>The Vice Principal presented the safeguarding report, highlighting in particular the new cross college safeguarding and health and safety committee. He reported on the first meeting of this committee and shared the overall responsibility matrix and reporting structure for safeguarding and health and safety across college. The very positive impact of the new wellbeing coordinator was highlighted, with much improved referral to outside agencies and coordination of the counselling team. The designated governor for safeguarding and the committee welcomed the report, with recognition of the significant improvement in reporting to the board over the last 3 years, such that the reporting now provides a comprehensive picture and substantial assurance on this key area of board responsibility in line with the reporting standards generally expected in and outside the sector.</p>	
<p>11.</p>	<p>QUALITY MONITORING REPORTS FOR INFORMATION</p> <p>The following reports were received via SharePoint for information:</p> <ul style="list-style-type: none"> • FE quality improvement plan monitoring report • Reaseheath Training quality improvement plan monitoring report • FE Learner Survey Report 	

	<ul style="list-style-type: none"> • Apprenticeship Survey Report • Complaints monitoring FE and apprenticeships • Complaints monitoring HE • FE Academic Board Minutes • HE Academic Board Minutes 	
12.	<p>SELF-ASSESSMENT OF THE COMMITTEE</p> <p>The self-assessment of the committee report was received and members asked to provide an email response with their comments to the Clerk for summary reporting to the board in July. The committee agreed to review its terms of reference at its next meeting, to take into account the impact of the new HE committee remit.</p>	JS to email request for comments. JS for agenda November 2016
13.	<p>MATTERS TO REPORT TO THE BOARD</p> <p>It was agreed that the Chair's report to the board would include the following:</p> <ul style="list-style-type: none"> • recommend the safeguarding report to the board with recognition of the significant improvement in reporting to the board over the last 3 years, such that the reporting now provides a comprehensive picture and substantial assurance on this key area of board responsibility; • recommend the HE Committee TOR to the board. 	
14.	<p>ANY OTHER BUSINESS</p> <p>There was no other business to report.</p>	
15.	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting was confirmed as Thursday 10 November 2016 at 2pm.</p>	

The meeting closed at 4.35pm.